



Town of Halfmoon
2 Halfmoon Town Plaza
Halfmoon, NY 12065
371-7410 ext. 2267
Fax: 371-0304
Planning Department

Minor Subdivision Application

(4 lots or less)

Application Fee: \$150 per lot/unit

Project #: _____

I. PROJECT INFORMATION:

Business/Project Name: _____

Business/Project Address: _____

Applicant Name: _____ Date of Birth or Employer ID# (EIN): _____

Mailing Address: _____

Telephone #: _____ Fax #: _____ Email: _____

Property Owner (If different than Applicant AND the Owner does not sign below, please submit an original, notarized "Owner Authorization" form - attached):

Name: _____ Date of Birth or Employer ID# (EIN): _____

If a corporation, please name a responsible party/designated officer: _____

Mailing Address: _____

Telephone #: _____ Fax #: _____ Email: _____

Business Representative Name/Company (if different from above): _____

Address: _____

Telephone #: _____ Fax #: _____ Email: _____

II. SUBDIVISION INFORMATION:

Number of lots existing: _____ Number of lots proposed (Must be 4 or less): _____

Parcel Identification Number (SBL#) of lots included: _____

Zoning District: _____

Size of existing lot(s): _____ acres (If multiple lots, please indicate acreage of each lot)

Size of proposed lot(s): Lot A: _____ acres Lot B: _____ acres Lot C: _____ acres Lot D: _____ acres

Proposed Use: Single Family ☐ Two-Family (Duplex) ☐ Multi-Family ☐ Commercial ☐ Other: _____

Proposed water service: _____ public _____ private (well) _____ n/a Is this existing? yes/no

Proposed sanitary sewer: _____ public _____ private (septic) _____ n/a Is this existing? yes/no

Proposed postal address(es) (for new/vacant lots; please consult the Planning Dept.): _____

Date property acquired by applicant: _____

Has applicant subdivided any portion of the above-described property prior to the date of this application: Yes ☐ No ☐

If "yes", indicate the # of parcels: _____ Date(s) of each prior subdivision: _____

Describe any easements or other restrictions on this property: _____

Permits/Approvals required from other agencies (please describe): _____

Applicant/Owner Signature: _____ Date: _____

(For Department Use Only)

Planning Board Action: Approved ☐ Disapproved ☐ Reason for Disapproval: _____

Signature: _____ Date: _____



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OWNER AUTHORIZATION - MINOR SUBDIVISION

The undersigned, who is the owner of the premises known as
....., identified as Tax Map #.....hereby authorizes
.....to bring a Minor Subdivision application
before the Planning Board of the Town of Halfmoon for review and potential approval. The undersigned further
permits the Town or its authorized representative access to the property to review existing site conditions
during the review process.

STATE OF NEW YORK)
COUNTY OF SARATOGA)SS.

On thisday of,Two Thousand and, before me,
the subscriber, personally appeared to me
personally known and known to me to be the same person described in and who executed
the within Instrument, andhe.....acknowledged to me thathe.....executed the same.

Owner

Notary Public

Town of Halfmoon

Applicant Ethics Disclosure Form

(General Municipal Law Section 809)

Any person who submits an application, petition, bid or request to the Town of Halfmoon must fill out this form and submit to the Town with the application being filed. Please answer all questions.

Name of Applicant, Petitioner, or Bidder: _____

Address: _____

Name of Application, Petition, or Bid: _____

1. Is there any Town officer or employee who both:
 - a. Is required, individually or in a group, to take any kind of action (other than a ministerial act*) on your application: and
 - b. Has an interest** in your application? If so, list the Town employee's or officer's name(s):

2. If you filled in any names for question 2 above, please fully describe in what way and to what extent each Town employee you named "has an interest":

Signed: _____

Dated: _____

* "Ministerial Act" means an action performed in a prescribed manner imposed by law without the exercise of judgement or discretion as to the propriety of the action.

** "Has an Interest" means that the Town employee or officer or his/her spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them (a) is the applicant, or (b) is an officer, director, partner or employee of the applicant, or (c) legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or association applicant, or (d) is a party to an agreement with such an applicant, express or implied, whereby he may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable the favorable approval of such application, petition, bid or request.



MINOR SUBDIVISION APPLICATION Instructions & Checklist

(Must be submitted with application)

Pre-Application Meeting:

A Pre-Application meeting with the Planning Department staff is strongly recommended. A concept plan and/or map will be needed at this time to allow discussion of plan requirements. Since you will need a site plan prepared by a licensed professional for preliminary review and/or final approval, you may wish to retain such services to assist you at this stage. ***Failure to conduct a Pre-Application meeting may delay consideration of the application by the Planning Board.***

- Date of Pre-Application Meeting (if held): _____

Review & Approval Process:

For review and approval of a Minor Subdivision application, ten (10) paper sets of plans, an 11" x 17" concept or layout plan and narratives must be submitted to the Planning Department, along with the following: **(Please check)**

- _____ Completed Application (1 copy)
- _____ Application Fee with check made payable to: "Town of Halfmoon"
- _____ Owner Authorization form (attached), if necessary (1 original, signed copy). This form must be submitted if the Applicant is not the Owner AND the Application is not signed by the Owner.
- _____ Ethics Disclosure Form (1 copy)
- _____ Narrative describing the request and all activities proposed for the site. (15 copies)
- _____ Preliminary subdivision plan **folded** at a scale of one inch equals 50' or a scale less to the inch of the entire site prepared and signed/stamped by a licensed design professional (engineer, architect or surveyor) **prepared within the last five (5) years** and which conforms to the requirements of §143-5(A)(2) of the Town Code of the Town of Halfmoon. (5 copies)
- _____ 11" x 17" copies of the above preliminary plan (15 copies)
- _____ Building/site elevation or façade drawings/renderings (optional; 15 copies)
- _____ Short Environmental Assessment Form (SEAF), with Part 1 completed and signed; (Please visit <http://www.dec.ny.gov/permits/6191.html> for EAF information and forms. If you have questions regarding the SEAF, please contact the Planning Department.) (1 copy)

Agency Review: The Planning Department may circulate one (1) full packet to the following agencies for review and comment, as necessary:

Town: Halfmoon Water Dept., Halfmoon Highway Dept., Halfmoon Building Dept.

County: Saratoga County Planning Dept., Saratoga County Sewer District #1, Saratoga County Highway Dept.

Fire: Hillcrest Fire Dist., Clifton Park/Halfmoon Fire Dist., Waterford/Halfmoon Fire Dist., West Crescent Fire Dist.

Ambulance: Clifton Park/Halfmoon Emergency Corps.

State & Federal: You may be required to contact state and federal agencies directly

Town Engineer Review: Minor Subdivision applications may require review by the Town Engineer. If it is determined that such review is necessary, an escrow account will be required to defray the costs of this review. An estimate of the costs will be provided to the applicant and a check must be received prior to further consideration by the Planning Board.

Addressing: Final subdivision plans must include postal addresses approved by the Planning Department prior to final subdivision approval by the Planning Board. Please contact the Planning Department for further information.

Final Approval: Prior to final approval by the Planning Board, a public hearing will be held pursuant to Town Code. The applicant is responsible for all associated public notice and postage fees. Following final approval by the Planning Board, **two (2) original sets of Mylars and eight (8) paper copies** of the final plan must be submitted to the Planning Department for stamping and signature by the Planning Board Chair. If the project requires approval of any other agencies (e.g. Halfmoon Water Department), all other signatures must be obtained on the final subdivision plan before the Planning Board Chair will sign. One (1) final stamped and signed copy of the Mylar and one (1) paper copy will be returned to the applicant. ***It is the responsibility of the applicant to file necessary copies with the Saratoga County Clerk following approval by the Town of Halfmoon.***

Conditions of Final Approval: Unless otherwise indicated by the Planning Board, all conditions of final approval must be complete prior to signature by the Planning Board Chair.

Changes after Final Approval: Any changes or amendments after final approval which require review by the Planning Board will be subject to additional fees. Please contact the Planning Department for more information.

Incomplete applications will not be accepted for review: Applications submitted by the deadline will be placed on the agenda at the discretion of the Planning Board. Once a determination has been made that an application is complete, the Planning Board will continue its review until either approval or disapproval or the applicant withdraws the application upon written notification to the Planning Department. The Planning Board normally convenes the second and fourth Monday of the month at 7 p.m.; please verify the upcoming meeting dates following submittal of your application.

If approved by the Planning Board, please be aware that you must contact the Building Department for permit requirements (if applicable) at 371-7410 ext. 2260, Monday thru Friday, 8:00am to 4:00pm. A 4" postal or suite number is required and must be seen from the road for all homes, tenant spaces and commercial buildings.

Please contact the Halfmoon Planning Department at (518) 371-7410 ext. 2267 if you have any questions or to schedule a Pre-Application meeting with Planning Department staff. You may also visit www.townofhalfmoon-ny.gov for online access to the Town Code (click "E-Code" under "Town Links" on the home page).

I have read the above instructions and checklist and fully understand and accept the requirements of the Town of Halfmoon.

Signature of Applicant: _____ **Date:** _____